

## **Capital Planning Committee Meeting Minutes December 14, 2017**

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In attendance were:	Steve Andrew Dean Carman (left at 6:30pm) John Danizio Charlie Foskett Chris Moore Sandy Pooler Brian Rehrig Barbara Thornton Rich Viscay (left at 6:15pm)
Not in attendance:	Joe Barr, Capital Planning Committee Advisor
Also in attendance:	Amy Fidalgo, Management Analyst Timur Yontar, Capital Planning Committee Advisor

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**Meeting Opened:** Charlie Foskett called the meeting to order at 5:05pm. Brian Rehrig moved to approve the minutes of November 30, 2017 as amended. Chris Moore seconded. All voted in favor. Charlie Foskett thanked Rich Viscay for his contributions during his time as Comptroller.

**Subcommittee Reports:** Rich Viscay presented the remaining capital requests from the School Department. Charlie Foskett asked if the Building Security Systems request is for various locations. The Subcommittee confirmed that is was. John Danizio said this request will keep the School Department from having to issue or reissue keys repeatedly and having to rekey doors, which resolves a safety issue. This request also resolves a convenience issue, since employees can have one card for all buildings. Charlie Foskett suggested this request be funded all in one year. Brian Rehrig moved to fund this project entirely in FY19. Steve Andrew seconded. All voted in favor.

Sandy Pooler asked if the Facilities Department was asked to provide input for the Dallin Chiller request. John Danizio said this request came directly from that Department. The Committee discussed which schools currently have air conditioning and the schools used most frequently in the summer months. John Danizio discussed the Ottoson HVAC Roof Top Unit request and the timeline for the Bishop School Landscaping and Water Infiltration request. Brian Rehrig moved to approve both capital requests as submitted. Steve Andrew seconded. All voted in favor. John Danizio confirmed that the Science Classroom Conversion no longer needs to be in the Capital Plan.

The Committee discussed the School Playground Upgrades and the Hardy Playground requests. Dean Carman noted that the Bishop Playground funding was duplicated in the Park and Recreation Subcommittee report, and this will need to be corrected in the Capital Plan. John Danizio provided background information on the funding sources that the School Department hopes to use for the Hardy Playground project. The Committee discussed how to prioritize the playgrounds and the fact that \$120k in FY19 is not enough funding for the Hardy Playground. Barbara Thornton moved to approve the Hardy Playground funding as amended, with \$200k in FY19 for Lake Street and \$300k in FY20 for Chandler Street. Steve Andrew seconded. All voted in favor.

Rich Viscay discussed the subcommittee recommendation to fund the School Department's photocopier program entirely through the capital plan. Sandy Pooler stated that shifting the photocopier lease program

out of the School Department and into the Capital Plan should not happen without the Town Manager, Superintendent of Schools, and the Long Range Planning Committee being involved in the discussion. Brian Rehrig commented that the concept makes sense, but this shift could bump a project out of the Capital Plan in order to stay within the 5% limit. Steve Andrew moved to keep funding as it has been in past plans, with the suggestion that the Town Manager and Superintendent work together to eventually have the Capital Plan fund all photocopier programs for Town and School and determine what, if any offsetting adjustment may be needed on the operating budgets. Chris Moore seconded. All voted in favor.

Rich Viscay reviewed the cash capital surplus and bonded capital surplus amounts. All sweeps were from items presented and recommended at prior meetings by subcommittee.

**Additional Request for Capital Plan:** Sandy Pooler stated that there is interest in having a study performed in Arlington to see if there is an appropriate location in Town for a community pool. CPA cannot pay for this study, because the pool would be indoors. Charlie Foskett asked Brian Rehrig, who is on the AHS building Committee, if the logistics of housing School Administration and other non-academic functions had been resolved. Brian indicated not at all, and a discussion of this larger problem ensued. Neither these functional offices nor a pool can be part of the High School project because MSBA would not reimburse them. Sandy Pooler said that the Town Manager would determine who would manage the study and the funds. Sandy Pooler moved to include \$100k in the Capital Plan for a study to review the pressing architectural needs of various Town departments currently housed in the Arlington High School and other Town owned buildings, and include in this study the possible incorporation of a pool, such funds to be expended under the direction of the Town Manager. Chris Moore seconded. All voted in favor.

**Review of Capital Plan:** Charlie Foskett reviewed the current Long Range Plan with the Committee. Sandy Pooler moved for the Committee to adopt the figures in the Long Range Plan dated 10/30/17 for the purposes of developing the Capital Plan. Chris Moore seconded. All voted in favor.

Brian Rehrig reviewed the budget of the Capital Plan as it exists currently. The FY19 Capital Plan does not yet have a capital carryforward figure, but that will be updated based on the figures presented tonight. The Committee discussed other potential turn backs from the Community Safety building, and various school construction projects. The Committee discussed that additional funding for the Hardy School will need to be added to the Capital Plan in future weeks; the total overrun figure has not been confirmed yet. John Danizio moved to delegate Charlie Foskett, Brian Rehrig, Sandy Pooler and Amy Fidalgo to adjust the Capital Plan as needed, and report back to the committee at a future meeting. Steve Andrew seconded. All voted in favor.

**Other Business:** Brian Rehrig said that he met with Eric Helmuth, Community Preservation Committee Chair, to discuss upcoming projects that could potentially be funded by CPA. The Park and Recreation Commission recently received updated numbers for the Reservoir project that are much higher than originally envisioned. The CPA Committee hopes to develop a five year plan in the near future to assist with managing how best to fund larger projects in coordination with the Capital Plan.

Charlie Foskett asked Chris Moore to contact Town Moderator John Leone in order to start getting language prepared for the Town Meeting warrant article needed to expand the Capital Planning Committee.

Brian Rehrig said that each member of the Software Subcommittee is doing research with respect to whether the existing system is the best option for the Committee to use in the long run; for the most part the Subcommittee has determined a new software option will need to be put into place eventually.

**Adjournment:** Chris Moore moved to adjourn at 7:10pm. Brian Rehrig seconded. All voted in favor.